

**Memorandum of the Meeting
Twenty-Seventh Town Council
Regular Study Session
Monday, April 02, 2012**

The Highland Town Council met in its standing regular study session on Monday, April 02, 2012 at 7:10 o'clock p.m. in the regular place, the plenary meeting chambers of the Highland Municipal Building.

Silent Roll Call: Councilors Bernie Zemen; Mark Herak; Dan Vassar; Brian Novak and Konnie Kuiper were all present. A quorum was established.

The Clerk-Treasurer, Michael W. Griffin, was present to memorialize the meeting.

Also present: George Georgeff and Kenneth Balon Metropolitan Police Department; and Ed Dabrowski, IT Director (Contract); were also present.

Additionally present: Robin Carlascio, IDEA Factory and Editor of the monthly municipal newsletter was also present.

General Substance of Matters Discussed

1. The Town Council and the Clerk-Treasurer discussed the feasibility of a general wage and salary increase for full-time municipal employees. It was noted that the Town Council President had indicated his desire for a 2% increase to be effective in July and perhaps a premium or bonus for all full-time workers of \$1,000.

The Town Clerk-Treasurer indicated that no cuts were made to the 2012 budget based upon the Indiana Department of Local Government Finance (DLGF) 1782 Notice (preliminary budget order) and that the budget was approved as adopted.

The Clerk-Treasurer explained that based upon his analysis there was sufficient income over planned expenses and repurposed existing appropriations to support a 4% general increase for all full-time workers. The positive income over expenses was attributable in part due the cuts imposed over the last few years, plus the income from the Lamar Advertising License for the Light Emitting Diode Billboard located on Indianapolis Boulevard on public property of the municipality. He further noted that the Town had not given general increases for 2010 and 2011.

The Clerk-Treasurer further noted that for the Corporation General, the income over expenses was \$99,396 and the appropriation available for repurposing was \$70,000. This was originally scheduled for the interest for a TAW, which is unneeded in 2012. He further noted that for the Park and Recreation Fund, there was income over expenses of \$19,785 plus an appropriation of \$9,800 available for repurposing. In the Redevelopment General Fund, there was income over planned expenses of \$3,208.

The Clerk-Treasurer indicated that the income over expenses and the repurposed appropriations would fund the unbudgeted increases to the employee group health insurance, which was budgeted at 10-12% but the Town Council accepted an increase of 14.2%.

The Clerk-Treasurer cautioned that the recommendation did not take into account the effects of tax caps on collections. He further cautioned that the Indiana General Assembly has twice considered repealing the local distribution of cable company franchise fees, but it did not come to pass. He noted that the Cable companies have been pressing for this change and it might be again sought in the next legislative session,

which could affect 2013. The Clerk-Treasurer also noted that the net assessed valuation for 2012 declined by .18% from its 2011 level. This and the increase in spending for debt service could create a material effect from tax caps. But it could not be forecast without the data produced at the time that Tax bills are generated.

The Clerk-Treasurer indicated that there was approximately 5 months operating reserve in the General Fund, and that would be available to cover any variability. He further indicated that he would be presenting the Town Council with an ordinance to adopt an operating balance policy for key funds of the municipality.

The Clerk-Treasurer inquired whether the Town Council wished for the general increase to also apply to the special patrol pay, which is established as the basis for the police pensions, reminding the Council that the effects of the establishment of the special patrol pay was to increase pensions by 10% already. The informal guidance of the Town Council was to apply the 4% increase to the special patrol position as well.

Finally, the Clerk-Treasurer inquired if the Town Council wished the general increase to be retroactive to the start of a pay period in 2012 or first effective July 1st, which was the proposal of the Town Council President. The Town Council suggested preparing the wage and salary ordinance to be effective at the first pay period of the year.

The Clerk-Treasurer noted that the current week has only 4 working days, as the Town observes a paid holiday on Friday. The Clerk-Treasurer suggested that the Town Council act to authorize the hearing for the additional appropriations that would be needed to implement the raises at the imminent plenary business meeting and consider the wage and salary ordinance in two weeks to authorize the desired increases.

Finally, the Clerk-Treasurer reminded the Town Council, that if the increase was to apply to his position, it could not be effective before 2013, owing to provisions of state law prohibiting changes in the pay of an elected official in a given year. (See IC 36-5-2 et seq.)

2. The Town Council discussed a local AAU Tournament conducted in the parks and recreation department, noting the rental for use of the park facilities was \$1,000 per day. The discussion included a concern regarding the adequacy of the fee. The discussion included the perceived revenue generated by the AAU and whether the janitorial costs were captured fully by the fees charged.

The discussion included the policy on damage deposit for rentals and who checks following an event. The Town Council discussed that there may have been a marker graphic on some of the stainless steel fixtures.

3. The Town Council discussed the latest iteration of the proposed amendments to the Parade Regulation Subchapter of the Highland Municipal Code, as prepared and suggested by the Metropolitan Police Chief. It was noted that the Fiscal body and the Fiscal officer agree with the objective of the proposed changes, which is to impose a charge for parade permits. There were some concerns raised regarding some of the composition. It was determined that meaningful discussion required the presence of the Metropolitan Police Chief, and so the matter was not discussed further.
4. With leave from the Town Council, Robin Carlascio, Highland Newsletter Editor, reported that the U.S. Post Office was implementing a new rule in which the postal price increases for the mailing of the utilities bills would not be triggered for weight over the current 1 oz but would be imposed after 2 oz. She further reported that the North Township Trustee, Frank Mrvan, was in the process of implementing a newsletter for the Township, and was inquiring about the possibility of being included in the Highland Utility mailing. Ms. Carlascio

suggested that perhaps this may be offered for a fee, to further offset the costs associated with the current mailing.

5. The Clerk-Treasurer presented information regarding a worker in the Metropolitan Police Department, whose scheduled increase was not reported by the Department and was recently discovered by the Office of the Clerk-Treasurer. It was further noted that the Town Attorney was preparing an appropriate worker agreement to facilitate the payment of back pay, which dated back to mid-2009 and ran to the first 6 paydays of 2012. Once discovered, the pay was increased to the lawful, authorized rate for this worker. The amount of back pay for the period totaled \$15, 945.60. It was noted that this matter would be brought to the Town Council soon for its action.

There being no further business to discuss, the regular study session of Monday, April 02, 2012 was adjourned at 7:49 O'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer